

COMPUTER SECURITY AWARENESS TRAINING (CSAT)

The Federal Information Security Management Act (FISMA) of 2002 requires Federal agencies to provide mandatory annual Computer Security Awareness Training (CSAT) to all individuals who are involved with the management, use, or operations of a Federal computer system, or those who have access to the Agency's sensitive and/or Personally Identifiable Information (PII). Vendors and commercial partners must complete this training in order to have access to SBA data.

Annual Computer Security Awareness Training will teach computer users good security practices and inform them about their computer security responsibilities.

All current employees and contractors are required to complete the training **within 45 days** of publication of this notice. New employees/contractors are required to complete the CSAT training **within 45 days of entry on duty**.

Supervisors **must** allow staff and contractors adequate duty time to complete the course. The OCIO IT Security staff will notify supervisors of employees who do not timely complete the required training. Supervisors and Contracting Officer Technical Representatives (COTR) are responsible for ensuring that each of their employees and contractors complete the CSAT as required.

The CSAT course for End Users is located on the Computer Security Home Page at <http://yes.sba.gov/offices/ociosec>. Once there, click on the Security Awareness Training Program button. If entering from the SBA Yes home page, click on “Employee Training,” select “Security Awareness Training,” click on the “Pick and Submit” button, then click the “Security Awareness Training Program” button. Follow the instructions for taking the course. It is recommended that the training be completed in one session; otherwise, you will be required to start again from the beginning.

For employees and contractors without access to the Intranet

Upon request, a CD version of the CSAT course will be sent to your training coordinator/supervisor or COTR, who will then forward it to you to complete the training. Once you successfully complete the training, you will receive a certificate. You must submit a copy of the certificate to your supervisor to receive credit. The training coordinator, supervisor or COTR will send your name via e-mail to the IT Security mailbox with the subject: CSAT completion.

Reports

A new notice will be released to Managers outlining the reporting capabilities of the system.

Disciplinary Action

Failure to complete the annual Computer Security Awareness Training in the time required may result in disciplinary action in accordance with SOP 90 49, SOP 37 52 2 or under the terms of your current contract.

If you require additional information, please contact Josephine Thomas at (202) 205-6709.

Christine H. Liu
Chief Information Officer